



Computer Projection Presentation Guide

2017 HPS Midyear Meeting
Bethesda, MD



This Presentation Provides:

- Information about the computers used at the HPS meeting
- Guidelines for developing a presentation
- Deadlines for submittals of presentations



Projection Computer

- HPS preloads all presentations
- HPS supplies projection computer
 - 256 MB RAM
 - Microsoft Windows (2007 or later)
 - Microsoft PowerPoint (2007 or later)
 - Not connected to sound system



Presentation File Requirements

- One file per presentation
- *.pptx format
- File totally self-contained
- No links to:
 - Other files
 - The Internet – NO INTERNET AVAILABLE IN THE MEETING ROOM
 - Audio/video content



Speaker Preparation

- Check-In and preview at least one day beforehand in the Speaker Ready Room to ensure everything works
- Bring a copy on a thumb drive... just in case!
- Some versions of Office for Mac have proved troublesome when used on a Windows PC
 - Users of Office for Mac should submit their presentations ahead of time



Style Guidelines

- Rule of thumb: 1 slide per minute
 - A 15 minute presentation allots only 12 Minutes for talk, 3 minutes for questions
- Each slide should have a title
- In “File->Page Setup...” window specify:
 - Slides sized for: “On Screen Show”
 - Slide orientation: Landscape



Style Guidelines (cont)

- Short phrases, not long sentences
- Use arial or similar sans serif font
- 36 Point Titles
- 28 Point Text



Common Problems

- Unreadable visual aids (charts, graphs)
- Too much information on a single slide
 - Do not reduce font size to make room for more words.
 - If you can't read your lettering from 10' away from a laptop display then your audience may have problems.
- Bad color contrast when projected



Special Fonts and Symbols

- Special fonts, symbols and bullets may not be on the projection computer
 - Wingdings, Monotype Sorts
 - Scientific symbol fonts, Asian language fonts
 - MS Line Draw
- Can embed TrueType fonts in file:
 - Select “Tools->Save Options->Embed TrueType Fonts” from the dialog box when saving



Contrast

- High contrast very important
- Use light lines/text on a dark background
 - Foreground: White, yellow, light cyan
 - Background: Black, dark blue, dark brown
- Caution: **Red**, **orange** or **blue** lettering and lines become unreadable when projected



Display Speed

- Slides should display instantly
- Do not distract the audience with slow transition effects
- Avoid overuse of slow graphics, fonts and special effects



Transitions Between Slides

- Special animation should not be used when changing from one slide to another
 - Usually highly distracting to audience
 - Use only as special attention getter
- Default settings should be:
 - Effect: No transition
 - Speed: Fast
 - Advance: On mouse click



Transitions Between Lines

- Can be highly effective
- Focus attention on a specific line of a slide
- Dim previous lines for more emphasis on current line
- Transitions should be instantaneous
- Be consistent



Presenting Information: Diagrams

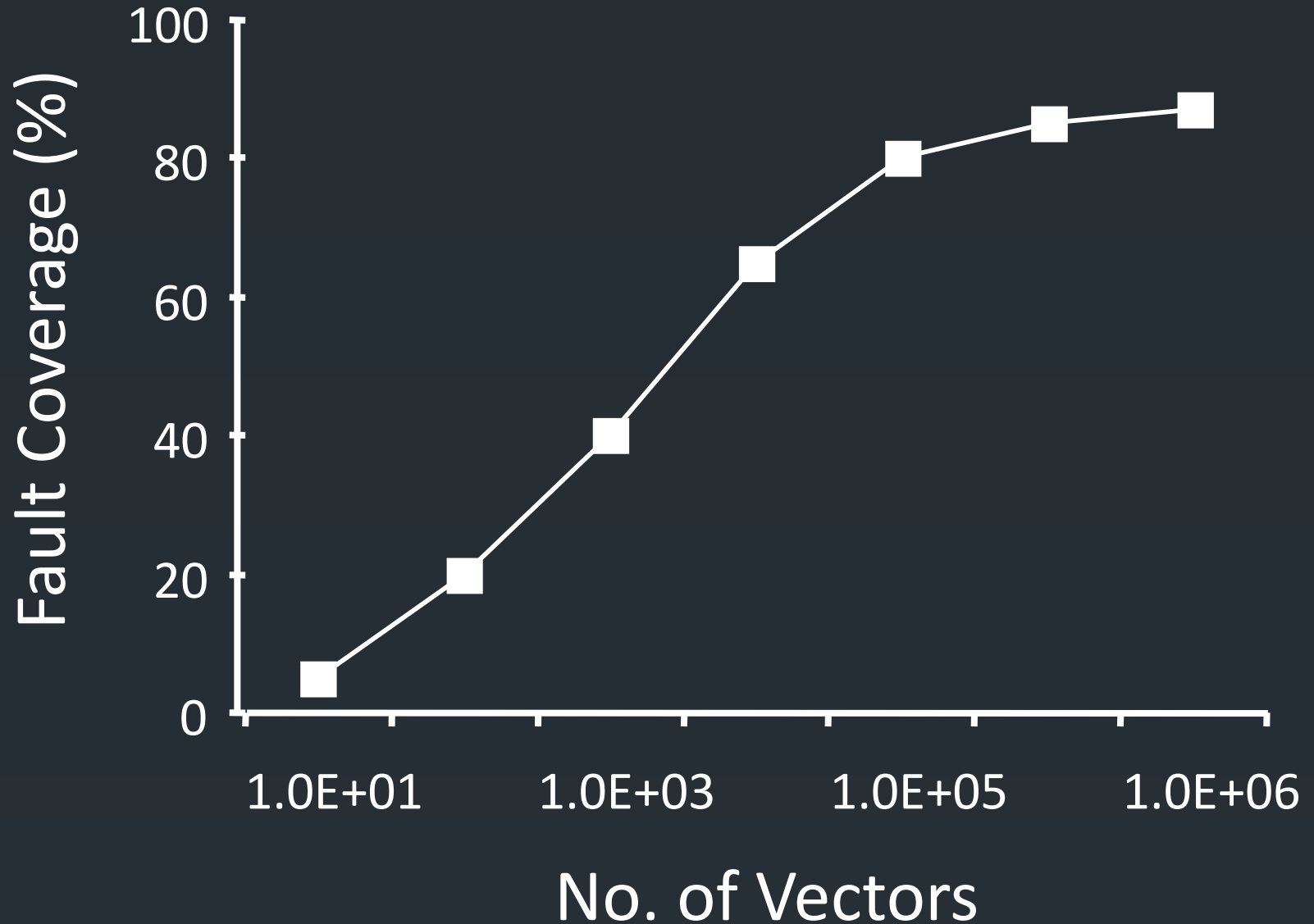
- Keep diagrams simple
- Easy to view
- Make text readable
- Use all space in rectangle



Presenting Information: Graphs

- Keep graphs simple
- Eliminate or subdue distracting grid lines
- Use large font sizes
- Example follows on next slide:

Fault Coverage vs. No. of Vectors





Avoid Common Annoyances

- Distracting and overused transition effects
- Focusing the audience on your slides, not the speaker
- Trying to use every feature PowerPoint has to offer
- Slides without titles



How to Annoy the Audience

- Small text
- Overuse of caps, italics, underlines
- Too many words on a slide



Schedule

- January 9
 - Final version of PowerPoint presentation uploaded
- January 22-25
 - Check in and practice presentations in Speaker Ready Room
- January 23-25
 - Oral presentations at HPS meeting; check your notification or the online program for specific day and time of your presentation